

MANAGEMENT ANALYST III

DEFINITION

Under general supervision, directs the business management functions of a medium-sized or larger department.

SUPERVISION RECEIVED/EXERCISED

Receives general supervision from a department manager or director. May exercise supervision over professional, technical or clerical staff.

DISTINGUISHING CHARACTERISTICS

Management Analyst III is the advanced working level class in the Management Analyst series. Incumbents have ongoing, overall responsibility for business management functions in an operating department, including personnel management, organizational analysis and development, budget development and coordination, developing and monitoring operating policies and procedures, and supervision of subordinate clerical, technical, and professional staff. This class differs from Management Analyst II in that the latter is the journey level class in which incumbents receive assignments on an activity or project basis without regular lead or supervisory responsibility for other professional staff. It differs from Senior Human Resources Analyst in that incumbents of the latter are assigned to the Personnel Department and perform advanced technical work in recruitment and examination, classification and salary administration, insurance and benefit administration, labor relations and/or safety. These are unclassified positions in which incumbents serve at the will of the department head.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

(May include, but are not limited to, the following:)

Confers with and advises the department head and management personnel on general departmental administrative policies and procedures.

Supervises the development and operation of systems for budgetary, accounting, personnel, records management, and other administrative functions of the department.

Assists in determining methods for carrying out the broad overall policies of the department.

Represents the department on administrative matters before boards, commissions, and agencies as required.

Leads and participates in gathering and analyzing departmental organization, staffing and work load data; evaluates and prepares recommendations on departmental requests for program changes.

Analyzes the types and levels of services; develops recommendations for the most effective organization structures, functions, staffing, and use of other resources.

Supervises subordinate clerical, technical, and professional staff.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

The fundamentals and accepted management practices in public administration.

The principles and practices of budgetary and financial control.

Research techniques and of sources and availability of information.

Information processing systems and their applications.

Modern safety principles, practices, methods, and techniques.

Skills to:

Operate an office computer and a variety of word processing, spreadsheet and other software applications.

Ability to:

Analyze a variety of administrative problems and to make sound policy and procedural recommendations as to their solution.

Provide direction to professional and clerical staff.

Prepare and present accurate, comprehensive, and concise reports and recommendations.

Make clear oral presentations.

Establish and maintain effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS

Experience:

Three years of progressively responsible professional personnel, management, or administrative experience or two years of experience equivalent to that gained as a Management Analyst II with the City of Fresno.

Education:

Graduation from an accredited college or university with a Bachelor's Degree in business administration, public administration, or closely related field.

Substitution:

Additional experience deemed acceptable by the department head and as approved by the Director of Personnel Services may be substituted for the required education on a year-for-year basis.

Special Requirement(s)

Possession of a valid California Driver's License may be required dependant upon assignment.

APPROVED: _____
Director

DATE: _____

MR/CT/djs/01/06/92

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APG:RLR:05/28/04

JC:scm/06/07/06

JC:rkd/10/31/06